

Instructions for Board of Equalization Forms

The forms listed below should be submitted for each session the Board of Equalization works.

Minutes of the Board of Equalization	
BE 7	Work Report
BE 8	State, County & City (where applicable)
BE 11	Expense Account (where applicable)
BE 14	Market Value Hearing
BE 14MV	Market Value Hearing (Motor Vehicle)

Procedures for submitting Board of Equalization Payroll requests.

1. Submit one copy for State, County and City (where applicable) of the payroll form (BE 8) for each member who worked the session. Indicate on the form the number of days that particular board member worked during the month. The forms (all copies) must be signed by the member and notarized.

If clarification of each agency's pro rata share of expenses is needed, please call Cynthia Winkler at telephone number (334) 242-1525 for assistance.

If the board works during more than one month, a payroll form (BE 8) must be submitted for each month for each working member. Work days during two separate months cannot be processed at the same time. Please submit a payroll form for each month worked. (*Example: If the board works the last two days of one month and the first two days of the next month, you must submit two separate sets of payroll forms.*)

2. Submit a completed Minutes of the Board of Equalization form upon adjournment.
3. Submit a completed BE 7 Work Report form upon adjournment.
4. If travel expenses are incurred, complete and submit the requests on BE 11 Expense Account form. The current rate of mileage reimbursement is forty-eight and one-half (48.5) cents per mile. These forms must also be signed by the board members and notarized.

Please make sure all necessary forms are signed by the board members.

NOTE: The payroll forms (BE 8) must be received by the Property Tax Division by the eighth day of the month following the month worked. (*Example: If the board worked during the month of June, the June payroll forms would be due in the office no later than July 8.*)